

OFFICE  
986-3489  
FAX  
986-3475

R. N. "BUTCH" REECE  
Sheriff, Jones County  
P.O. Box 874  
GRAY, GEORGIA 31032

JAIL  
986-4992  
ORI  
GA0840000



October 30, 2019

Beryl Lipton  
MuckRock  
82319-03282170@requests.muckrock.com

RE: Open Records Request Family Violence  
01-01-2018 through 09-30-2019

To whom it may concern:

Your request was for information concerning domestic violence or intimate partner abuse committed both by members of this department and members of the public. A search of Jones County Sheriff's Office records was completed for the time specifications and the totals are as follow:

Family Violence Reports	158
Cleared by Arrest	94
Exceptional Cleared	58
Unfounded	5
Active	1
Involving JCSO Law Enforcement	0

You will also see attached copies of Jones County Sheriff's Office policy and procedures that we felt you were asking for concerning the required conduct and standards of our employees in dealing with any domestic violence situation.

I hope that this information will satisfy your request. If you have questions, please feel free to contact me at [ddouglas@jcssheriff.org](mailto:ddouglas@jcssheriff.org).

Sincerely,

A handwritten signature in black ink that reads "Debbie Douglas".

Debbie Douglas  
Public Records

# JONES COUNTY SHERIFF'S OFFICE

## POLICY AND PROCEDURE

### SUBJECT: DISCIPLINARY PROCEDURES & FAVORABLE CONTACTS

APPLICABLE STATE STANDARD: None

POLICY#: P-250

Supervisor Review: \_\_\_\_\_

APPROVED: Robert N. Reece, Sheriff

DATE: 01-01-2004

Date Revised: \_\_\_\_\_

#### I. PURPOSE:

To establish standards of performance and conduct expected of law enforcement personnel, and:

1. To insure uniform disciplinary measures for similar infractions of rules and regulations;
2. To provide for praise or commendation for exemplary work;
3. To establish a method of recognition and reward for employees whose performance is deserving;
4. To place as much emphasis on rewarding good performance as disciplining counterproductive performance;
5. To stimulate employee morale and motivation; and

#### II. POLICY:

All disciplinary measures shall be documented in writing by the employee's unit/division supervisor and retained for later retrieval if needed. Disciplinary measures shall be taken on each alleged violation of the General Orders, rules and regulations or ethics. Supervisors shall be equally concerned with praising or commending exemplary performance. Each employee shall be issued a copy of the code of conduct and appearance when hired.

#### III. PROCEDURE:

- A. Whenever a violation of General Orders, rules and regulations, ethics, or law occurs and is reported to or observed by a supervisor, the supervisor shall:

1. Gather particulars of the alleged occurrence and formulate such events into writing;
2. Interview the employee to hear the employee's account of the incident;
3. Document the interview in writing; and
4. Take appropriate disciplinary action.

B. Such actions available to the supervisor are as follows:

1. Complaint unfounded - allegation is false or no credible supporting evidence. No action, no penalty;
2. Improper conduct -
  - a. Minor infraction - verbal reprimand or punishment equitable to the infraction;
  - b. Serious infraction - written reprimand sent to the Sheriff which can result in suspension from duty;
  - c. Major infraction - Written reprimand sent to the Sheriff and he may:
    1. Re-investigate incident to determine violation or seriousness;
    2. Recommend termination, suspension, probation, additional training, demotion, transfer or any combination thereof;
    3. Proper conduct - The allegation is true, but the action of the agency or the deputy was consistent with departmental policy;
    4. Insufficient evidence - There is insufficient proof to confirm or disprove the allegation.

No employee shall be disciplined upon an unsupported statement or when particulars of the incident are unknown.

## IV. DEFINITIONS:

A. Minor Infractions - Those in which there is no danger posed to the employee or others as a result of the violation and no danger could be foreseen, and the violations does not compromise the operation or position of the Sheriff's Office. Minor infractions include, but are not limited to:

1. Tardiness of less than 30 minutes in reporting for duty;
2. Dress code violations that require less than 15 minutes away from duty to correct;
3. Improper procedures which pose no danger to the officer or others and do not bring discredit to the Sheriff's Office or its members; and
4. Any other offense similar to the ones already listed.

B. Serious infractions include but are not limited to:

1. Repeated minor infractions (previous documentation required);
2. Disobeying or ignoring the order of a superior;
3. Tardiness of over 30 minutes without a valid excuse;
4. Tardiness in answering calls;
5. Violation of traffic laws or departmental vehicle policy;
6. Abuse or neglect of equipment;
7. Any unjustified act or omission which may endanger persons or property;
8. Failure to perform any required duty;
9. Any unjustified act which brings embarrassment or discredit to the Sheriff's Office;
10. Absenteeism without accrued sick or annual leave, or abuse of sick time.
11. Any offense similar to the ones already listed.

C.

C. Major infractions are those which bring into question the employee's ability to function with the citizen's trust and confidence or those violations which bring embarrassment, discredit, or compromise to the Office of Sheriff. Major infractions include but are not limited to:

1. Any criminal arrest or conviction;
2. Illegal drug use;
3. Repeat serious infractions;
4. Any act which shows disregard for the responsibility of the Office of Sheriff;

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Major infractions are punishable by suspension up to and including termination.

V. DISCIPLINARY MEASURES:

- A. Written reprimands are cumulative until twelve (12) months have passed without a written infraction noticed;
- B. Three (3) verbal reprimands for the same infraction shall result in one (1) day suspension and be counted as one (1) written reprimand;
- C. All verbal reprimands must be documented;
- D. The Sheriff must authorize termination of an employee;
- E. Any suspension from duty must be approved by the Sheriff;
- F. Suspensions may be initiated only by the Sheriff where recommendation of the supervisors will be considered.
- G. Immediate supervisors are responsible for written and verbal reprimands;
- H. All documentation and written reprimands shall be retained permanently in the employee's disciplinary file;
- I. Any demotion must be approved by the Sheriff;
- J. Recommendation to counseling may be considered in lieu of other punitive action, dependant upon the

infraction. If the infraction or conduct was such that counseling would promote a better resolution or understanding of the problem, serious consideration should be given to including it in the disciplinary process. Trained counselors shall be used for financial, psychological, domestic or legal counseling.

- C
- K. Where the infraction was a result of lack of proficiency, a lack of knowledge or otherwise unintentional, the disciplining supervisor may recommend the employee to successfully complete a pertinent training course or remedial training in the deficient area;
- L. Any supervisor who holds the rank of Sergeant or higher may immediately send any employee home who reports for duty under the influence of intoxicants or otherwise unfit;
- M. Any disciplined employee may write pertinent comments regarding the infraction on a separate piece of paper. This will be attached to the letter from the Sheriff that outlines the disciplinary action. Employees will sign the disciplinary letter from the Sheriff. Signature does not indicate admission, agreement or approval, only that they are aware of the action. Any employee who refuses to acknowledge the action shall be suspended immediately without pay.

VI. APPEAL:

- A. A disciplined employee may appeal the decision of the supervisor imposing a disciplinary measure by submitting, in writing to the Division Supervisor, his/her request for a hearing within five (5) days of the decision to discipline;
- B. A hearing will be scheduled within ten (10) days of the appeal request before the appeals board;
- C. The appeals board shall be composed of three supervisors (Lt. & above) of areas not involved.
- D. The board may uphold, modify, or set aside the action of the Division Supervisor imposing the disciplinary action;
- E. The employee or disciplining supervisor may appeal the decision of the board within ten (10) days to the

Sheriff, whose decision shall be final.

F. Hearings shall be conducted informally and technical rules of evidence shall not apply.

VII. DISMISSAL:

A. If an investigation of deputy misconduct results in the Dismissal of the employee, the employee shall be provided with the following:

1. A statement citing the reason for dismissal;
2. Effective date of dismissal;
3. Statement of the status of fringe and retirement benefits after dismissal; and
4. Statement as to the contents of the deputy's employment record relating to the dismissal if applicable.

B. Normally, entry level, probationary employees may be terminated at any time and may not be afforded the items mentioned in paragraph A.

VIII. RECORDS:

A. Disciplinary actions are maintained by the personnel secretary in personnel files. They are maintained permanently.

IX. FAVORABLE EMPLOYEE CONTACTS:

A. All supervisors shall consistently note exemplary performance by employees and, based on fairness to the employee and the Sheriff's Office, provide written evidence of same.

B. All performance rewards shall be approved by the Division Supervisor.

C. Performance may be rewarded by one or more of the following:

1. Verbal commendations shall be expressed to the employee;
2. Written letters of appreciation from citizen,

supervisor or Sheriff placed in personnel file and department bulletin board with a copy to employee;

3. Employee's choice of training courses, when available;
4. Assignment of new, additional or special equipment;
5. Media recognition;
6. Departmental awards recognition; or
7. Other recognition or reward as the Sheriff may deem appropriate.

# JONES COUNTY SHERIFF'S OFFICE

## POLICY AND PROCEDURE

**SUBJECT: DISCRETION, ALTERNATIVES TO ARREST POLICY #: O-140**

**APPLICABLE STATE STANDARDS: 5.31**

**Supervisor Review: \_\_\_\_\_**

**APPROVED: Robert N. Reece, Sheriff**

**DATE: 01-01-2004**

**DATE REVISED: \_\_\_\_\_**

### I. PURPOSE:

- A. To define limits of discretion by the individual deputy and provide guidelines for operating within those limits.
- B. To identify the authority, guidelines and circumstances where deputies could exercise alternatives to arrest and/or alternatives to pre-arraignment confinement.

### II. DISCUSSION:

In each case where a deputy observes or becomes aware of a violation of the law, there may be a range of solutions which may encourage compliance with the law without a custodial arrest or a formal charge being made. A deputy should keep in mind that a part of his/her duty is to pursue criminals and commit them to jail. Use of discretion should be consistent, promote voluntary compliance with the law and never be applied with bias or prejudice. The intent of this order is:

- A. To allow flexibility in the deputy's response to certain violations;
- B. Encourage solutions to problems and voluntary compliance with the law;
- C. Promote good community relations and educate the public;
- D. To not unnecessarily burden the court system and jail.

### III. DISCRETION:

Discretion is the decision of a deputy to exercise the options available in dealing with situations and individuals

that they encounter in the course of law enforcement duty. Discretion may be exercised by a citation, warning, arrest, further investigation, referral or other action. In exercising his or her discretion, a deputy shall adhere to all State and federal laws in carrying out their duty.

Limited discretion is implied in the Policies and Procedures and in training. Deputies shall employ their discretion consistent with law, taking into account the seriousness of the violation, and the probability of a suspect's appearance in court. Deputies should consider whether a violation was inadvertent or intentional.

A. Misdemeanor Crimes -

1. Deputies may use their discretion in formally charging persons with certain misdemeanors. In some cases, the option may be a citation for an ordinance violation as opposed to a warrant for violation of State Law. In such an instance, the deputy may do either.
2. Domestic violence cases shall be handled in accordance with the pro-arrest domestic violence philosophy.
3. Deputies shall charge individuals accused of violent misdemeanors in all instances.
4. Deputies shall not make cases for lesser included offenses of a crime unless occurring in a separate incident. (ie. Vehicular homicide-misdemeanor grade & crossing the center line(lesser included offense))

C. Felonies - Deputies shall make arrests for all felonies committed within their knowledge.

D. Juveniles - Deputies dealing with juvenile offenders have broad discretion in making decisions when handling juvenile cases. Each case must be judged on its own merits and facts. Decisions shall be made which meet the needs of the child and the community. Factors to be considered in each case should include:

1. The nature of the alleged offense;
2. Age and circumstances of the alleged offender;

3. Prior history and/or record of the alleged offender; and
4. Availability of community-based rehabilitation.

E. Deputies are encouraged to seek the input of a supervisor in any case where there may be a question regarding discretion. A supervisor may limit a subordinate as to his/her use of discretion.

F. In any event, the deputy and/or supervisor should be able to reasonably justify his or her actions.

#### IV. ALTERNATIVES TO ARREST:

Deputies have the authority to use alternatives to arrest when the alternative may be more suitable, effective or efficient than arrest.

A. Traffic Enforcement - In all matters of traffic enforcement (except as noted below), the deputy has the option to handle an observed violation in one of the following ways:

1. Written warning - Issued as a courtesy to the violator when:
  - a. The deputy reasonably believes that the motorist's violation was simply an oversight;
  - b. That the warning will deter the behavior from reoccurring;
  - c. It may be used to document observed behavior that may be probable cause for further action or investigation;
  - d. In the opinion of the deputy, a citation is not warranted.
2. Warnings shall not be issued and a custodial arrest shall be made by the deputy for the offenses of:
  - a. Vehicular Homicide in first or second degree;
  - b. Driving Under the Influence of Alcohol or drugs;
  - c. Driving with Suspended Drivers License (involving

an accident);

- d. Fleeing or Attempting to Elude; or
- e. No Insurance.

B. County Ordinance - On any county ordinance violation committed in the presence of the deputy, the deputy may make a custodial arrest with the alternative of an appearance citation, verbal or written warning.

C. Juvenile Alternatives - Deputies should seek the least forceful alternative possible, for a given situation, when disposing of cases that deal with juveniles (GA 5.31).

1. (GA 5.31 a) Juveniles may be released outright with no other action when the violation results in a warning (least forceful);
2. (GA 5.31 b) When issued a citation, the citation will be followed up with a juvenile complaint form (unless it is a minor traffic offense/no complaint form is needed) which is sent to juvenile court. The juvenile should rarely be taken into custody except in the most serious of citation offenses;
3. (GA 5.31 c) All citations and criminal charges against juveniles are referred to the juvenile court by order of the juvenile court judge. A juvenile intake officer must be notified whenever a juvenile is taken into custody (most forceful).

D. Warrants - In some cases (i.e.: local misdemeanants), the accused may be contacted and instructed to turn themselves in at the Sheriff's Office for processing and bonding. On any arrest based on the service of an arrest warrant, a bond must be posted unless:

1. The issuing magistrate specifically authorizes release on recognizance or summons; or
2. The arrestee's medical or physical condition at the time of arrest makes a custodial arrest impractical. (Such as: being hospitalized for a severe medical condition) In such case, the deputy shall seek supervisory advise.

D. When deputies are able to informally resolve a problem

by agreement between disputants (outside the scope of domestic violence) and it is unlikely that the problem will escalate or reoccur, the deputy may do so.

- E. Deputies may refer certain problems to other services if those agencies may provide a service that more directly addresses the problem and if no criminal action is involved. (Examples of service agencies deputies can refer people to: (Dept. of Family & Children Services, Natural Resources, Animal Control, Zoning, Health Department, Juvenile Court Services, attorney).

# JONES COUNTY SHERIFF'S OFFICE

## POLICY AND PROCEDURE

SUBJECT: ARREST PROCEDURES

POLICY #: O-120

APPLICABLE STATE STANDARDS: 1.9, 4.2

Supervisor Review: \_\_\_\_\_

APPROVED: Robert N. Reece, Sheriff

DATE: 01-01-2004

DATE REVISED: \_\_\_\_\_

### I. PURPOSE:

To describe procedures when making an arrest either with or without a warrant. (GA 1.9)

### II. WARRANTLESS ARREST:

A. O.C.G.A. 17-4-20 specifies four situations where an arrest may be made without a warrant:

1. Arrest for offenses committed in the officer's presence or immediate knowledge -

a. An offense is committed in the officer's presence or immediate knowledge if he/she hears, sees, or detects it with any of his/her senses.

2. Arrest to prevent escape -

a. When a suspect attempts to escape or flee from lawful custody.

3. Arrest when an act of family violence is suspected by the officer -

The law permits a deputy to make an arrest whenever he/she suspects, and has probable cause to believe, that an act of family violence has been occurred. The deputy need not actually see the act but must form an opinion based on other evidence such as a bruise or utterings of other family members at the time of confrontation.

4. Arrest to prevent a failure of justice -

An officer must have probable cause to believe that there will be a failure of justice unless he/she proceeds to make an arrest without a warrant. The

burden is on the officer to show that no judicial officer was available to issue a warrant.

B. Warrantless arrests must be prompt -

If enough time has expired for an officer to obtain a warrant, a warrantless arrest may be invalid.

C. Probable cause is necessary for a warrantless arrest.

III. PROCEDURE:

A. REGULAR DUTY:

When effecting an arrest the deputy shall have direct knowledge that a warrant exists or have probable cause to arrest. If the arrest is under warrant, the deputy shall attempt to verify the suspect's identity. The deputy shall then:

1. Inform the suspect that he/she is under arrest;
2. Restrain and properly handcuff the person arrested, remaining within the guidelines of the policy on use of force;
3. Search the arrestee's person;
4. Search the area incident to arrest (the areas to which the suspect had immediate access and could quickly hide, destroy or retrieve a weapon or evidence) and gather particulars such as witnesses and circumstances;
5. Obtain any needed medical aid for the person arrested;
6. Protect the arrested person from assault or injury;
7. Read the arrested person the Miranda Warning before asking questions relating to the offense on the warrant; (GA 4.2 c)
8. Transport or arrange transport to the jail, & inform communications of the transport.

## IV. OFF-DUTY ARREST:

Off-duty deputies are sometimes faced with situations involving criminal conduct that they are neither equipped or prepared to handle in the same manner as if they were on-duty. This may lead to unnecessary injuries to off-duty deputies, and confusion for on-duty officers arriving at the scene.

- A. Personally involved - Where the off-duty deputy, a family member, or friend becomes engaged in a dispute with the person to be arrested.
  1. Permitted off-duty arrests - When off-duty and within the legal jurisdiction of this Office, a deputy may make arrests only when all of the following have been met:
    - a. The arresting deputy is not personally involved in the incident underlying the arrest;
    - b. There is an immediate need for the prevention of a crime or apprehension of a suspect;
    - c. The crime would be charged as a jailable offense requiring a full custodial arrest;
    - d. The arresting deputy identifies his/herself.
  2. Off-duty Responsibilities -
    - a. While off-duty, it is the responsibility of the deputy to immediately report any suspected or observed criminal activity to on-duty authorities. Off-duty arrests should only be made if on-duty personnel are unavailable and it is an emergency situation.
    - b. Except as allowed by this order, off-duty deputies should not enforce minor violations such as disorderly conduct. On-duty personnel shall be contacted to respond to the situation where an off-duty deputy becomes aware of such violations.
    - c. Where an arrest is necessary, the off-duty arresting deputy shall abide by all department policies and procedures.

3. Prohibited off-duty Arrests - Deputies of this Office may not make an arrest off-duty:

- a. When the arresting deputy is personally involved in the incident underlying the arrest and there is opportunity to obtain a warrant;
- b. When engaged in off-duty employment of a non-law enforcement nature, and the deputy's actions are only in furtherance of the interest of the private employer; or
- c. When the arrest is made solely as enforcement of a minor traffic regulation. Despite the fact that the deputy sheriff has arrest powers and responsibilities 24 hours a day, the off-duty deputy should not enforce minor traffic regulations or attempt to stop motorists or pedestrians for the same.

V. DIPLOMATS:

Diplomatic and consular officials should be accorded their respective privileges, rights and immunities, as directed by international law and federal statute. These officials should be treated with courtesy and respect. It is the duty of all persons enjoying privileges and immunities to respect local laws and regulations. They are not absolutely immune from a traffic citation.

- A. Diplomatic Immunity - A principle of international law, is broadly defined as freedom from local jurisdiction accorded to duly accredited diplomatic officials, their families and servants. Diplomatic officials should not be arrested or detained, except for the commission of a grave crime. Family members of diplomatic officials, their servants and employees of a diplomatic mission are entitled to the same immunities under current U.S. law (22 USC 252), if they are not nationals of or permanently residing in the receiving State.
- B. Diplomatic Officials - Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary and Attaché. Diplomatic officials, their families, official staff, and servants, who are

not nationals of or permanent residents of the receiving State (United States), are protected by unlimited immunity from arrest, detention or prosecution with respect to any civil or criminal offense.

- C. Consular Officials - Consular officials are Consuls-General, Deputy Consuls-General, Consuls and Vice-Consuls. They are also representatives of foreign governments. They are entitled to limited immunities, as described below.
  - 1. Immunities - A foreign career Consular official is not liable to arrest or detention pending trial, except in cases of a grave crime. (a felony that would endanger the public's safety) Acts performed in the exercise of consular functions is subject to court determination.
  - 2. Identification - Career Consular officials can be identified by credentials issued by the U. S. State Department and by other locally issued, official identification papers. The State Department credential bears the seal of the State Department, name of the official, his/her title, & signature of State Department officials.
- D. Honorary Consuls - Honorary consuls are often nationals or permanent residents of the receiving state. They do not receive State Department identification cards of the type Career Consular officials receive. They may have reduced size copies of diplomatic note evidencing recognition by the U. S. government. These officials are not immune from arrest or detention; they are also not entitled to personal immunity from civil and criminal jurisdiction of the receiving state, except as to official acts performed in the exercise of their consular function.
- E. Families of consular officials - do not enjoy the same privileges and immunities with respect to civil and criminal jurisdiction of the receiving state as do Consular Officials.
- F. Handling Incidents Involving Foreign Diplomats and Consular Officials -
  - 1. Minor Traffic Violations - Upon being advised that the person stopped is an official and the person presents the proper credentials, the deputy should

exercise discretion, based on the nature of the violation and either release him/her with a warning or issue the appropriate citation. The mere issuance of a traffic citation does not constitute an arrest or detention in the sense referred to above.

2. Driving Under the Influence - The primary consideration should be to insure that the official is not a danger to him/herself or the public. Based on the circumstances, the following options are available:
  - a. Take the official to his/her destination and release his/her vehicle to his/her family or an employee.
  - b. Take the official to a telephone to call a relative or friend to come for him/her.
  - c. Take other non-enforcement action to bring the situation to a safe conclusion.
  - d. The official's vehicle may not be impounded, searched, or inventoried.
3. In all diplomatic situations contact the Department of State for assistance in arrest/ticket situations involving an official, (including those where the official may be a victim) to find out proper procedures to be followed & verifying credentials. The Department of State can be reached 24 hours a day at 202-647-7277.
4. Special Instructions - Except when necessary for officer safety, an official should not be handcuffed or otherwise restrained. The primary concern is the safety of the deputy, the official and the public.

## VI.

### PRE-TRIAL RELEASE OF ARRESTED PERSONS

- A. The Jones County Superior Court provides pre-set bond amounts for most misdemeanor offenses as well as some felony offenses.
- B. The Probate Court of Jones County provides pre-set bond amounts for most traffic offenses or driving violations as well as Department of Natural Resources hunting violations.

- C. Individuals arrested on warrants for State violations (misdemeanor or felony), where-in pre-set bond amounts do not apply, will be afforded the opportunity to have a First Appearance hearing within 72 (seventy-two) hours of the time of arrest. (GA 4.2 b)
- D. Persons arrested without a warrant (to include Family Violence Act offenses) for State Violations (misdemeanor or felony), where-in pre-set bond amounts do not apply, will be afforded the opportunity to have a First Appearance hearing 72 (seventy-two) hours of the time of arrest. The arresting officer, however, must have the warrant signed with-in 48 (fourty-eight) hours of the arrest. (GA 4.2 b)
- E. Anyone arrested for alcohol-related cases shall be held a minimum of 4 (four) hours or until sober before being able to be released.

# JONES COUNTY SHERIFF'S OFFICE

## POLICY AND PROCEDURE

SUBJECT: CONDUCT

POLICY #:A-107

APPLICABLE STATE STANDARD: 1.4

Supervisor Review: \_\_\_\_\_

APPROVED: Sheriff Robert N. Reece

DATE: 01-01-2004

Date Revised: \_\_\_\_\_

Law enforcement personnel are necessarily held to high standards of conduct both personally and professionally. Law enforcement agencies require this conduct to maintain public trust and confidence. It is up to the members of this Office to maintain an image that is professional. This policy shall be in concert with and compliment the disciplinary policy of the Sheriff. In doing so, the following rules shall apply:

### I. All members of the Jones County Sheriff's Office:

1. Shall be quiet, civil, and orderly at all times and shall refrain from profane, or insolent language;
2. Shall meet the public with courtesy and consideration. Questions must be answered civilly and courteously;
3. Shall promote good public relations by giving assistance when it is required by impartial administration of the law;
4. Shall furnish their name and badge number to any person upon request in a courteous manner;
5. Shall refrain from associating with persons of questionable character, or visiting places suspected of violating the law, unless necessary in the performance of their duty;
6. Shall refrain from using unnecessary force or violence and shall not strike a prisoner, inmate or any other person, except in self-defense. However, they must be firm and fair. If they are resisted, they may repel force with force using only such force as is necessary to take the prisoner into custody (see policy # O-101);

7. Shall responsibly fulfill their financial obligations and are responsible for the proper support of their families;
8. Shall not jeopardize the impartial position of this Office in political matters except to privately express their opinion and vote according to their own convictions;
9. In keeping with county personnel policy concerning political activities, any employee choosing to become a candidate for any elective public office in the county will be ineligible for continued employment with the Jones County government;
10. Shall adhere to the policies and procedures, orders, and directives of the Sheriff's Office.

## II. CODE OF CONDUCT - Section 2

No member of the Jones County Sheriff's Office:

1. Shall publicly criticize or ridicule the official action of any member of this Office, public official, judge or magistrate;
2. Shall at any time be insubordinate or disrespectful to a superior officer;
3. Shall willfully disobey any lawful order or command, either verbal or written, of any superior officer. Nor shall they willfully disobey any lawful order or command relayed to them by another officer of the same or lesser rank;
4. Shall maliciously threaten, strike, or assault any other member of the department. Members who aid, abet, or incite any altercation between members of the department shall be held responsible along with those actually involved;
5. Shall make any false statement or intentionally misrepresent facts under any circumstances;
6. Shall be late in attending calls, requirements of duty,

court appointments, and other circumstances where time is specified;

7. Shall fake illness, avoid responsibility, or attempt to shirk his/her duties;
8. Shall enter bars, taverns, or liquor establishments while on duty, or while off duty and in uniform, except in the proper performance of his/her duties;
9. Shall indulge in intoxicating liquors while on duty or while off duty in uniform;
10. Shall bring any intoxicating liquor or other substance into any department building or vehicle except in the performance of his/her duty;
11. Shall accept any compensation, reward, gift or other consideration for favors or services rendered;
12. Shall engage in any unbecoming conduct which depicts the employee or the Sheriff's Office in an unfavorable light.

### III. Assignment to Posts:

This policy expresses in writing and clarifies responsibilities as they pertain to employee assignments, responsibilities, duties, shifts and being relieved from same. Also, to clarify required notifications of superior staff members when the employee is ill or otherwise unable to remain at his or her post.

#### A. BACKGROUND:

It has long been an unwritten rule that personnel assigned to a specific post shall not leave that post until properly relieved and properly briefing the person relieving them.

#### B. POLICY:

1. All personnel shall remain at their assigned post, or duty and shall not leave, ignore or abandon such post until the following measures are accomplished:

- a. Notification of supervisor or on-call command staff member and advising:
  1. Valid reason for need to leave or be absent;
  2. Briefing of ongoing activity;
  3. Advising names of those on duty;
- b. Completely and thoroughly brief relieving personnel of current and ongoing activities at that post.
- c. Obtain express approval of and assist supervisor and/or on-call command staff member in locating and summoning proper relief, if so requested.

2. In no instance shall an assigned post be unmanned nor shall a post be left manned solely by an employee whose training or certification is incomplete.
3. Personnel cannot leave their post unless authorized to do so by a supervisor.
4. Sick leave is for sickness that renders an employee incapable of coming to or remaining at work. It may not be used for arbitrary absence.

#### IV. DRUG-FREE WORKPLACE:

To provide for alert, unimpaired service and to promote health and professionalism, the Jones County Sheriff's Office shall have this policy concerning the use of alcohol and other substances. This policy shall compliment the county drug policy.

- A. It is the policy of the Jones County Sheriff's Office to maintain a drug-free workplace
- B. No intoxicating liquor or any other alcoholic beverage shall be brought into the Sheriff's Office or transported in any Sheriff's vehicle except in the official performance of duty.

- C. No drug except that for which an employee has a physician's prescription shall be brought into the Sheriff's Office except in the performance of official duty and then such drug shall be properly secured.
- D. No employee shall report to work while under the influence of or impaired by any alcohol, drug or combination thereof.
- E. The use by an employee of any illegal drug will result in termination and/or prosecution.

V. Full-Time Employees Must Have Telephones:

All full-time employees are considered on call at all times so that they may be contacted for service when needed. It shall be the policy of this Office that all full-time employees maintain a telephone at their place of residence and furnish such telephone number to the Sheriff's Office. Employees shall not fail to return calls from the Sheriff's Office in a timely manner from messages left on answering machines or pagers.

# JONES COUNTY SHERIFF'S OFFICE

## POLICY AND PROCEDURE

**SUBJECT: AGENCY ROLE & AUTHORITY, ETHICS, OATHS**    **POLICY #:**  
**A-101**

**APPLICABLE STATE STANDARDS: 1.1, 1.2, 1.3**

**Supervisor Review:** \_\_\_\_\_

**APPROVED:** Robert N. Reece, Sheriff

**DATE:** 01-01-2004

**Date Revised:** 01-01-2012

### Agency Role and Authority:

The role of the Jones County Sheriff's Office is to provide protection and security of lives and property of citizens in Jones County by enforcing Georgia Law, county ordinances, and arresting violators of these laws and ordinances in keeping with Constitutional requirements; Assisting victims of crime, accident, injury and misfortune when able; Upholding the integrity of the Courts of Georgia and Jones County by carrying out court orders, serving processes and warrants and keeping the peace and maintaining order in the courts; Safely, humanely and securely keeping those inmates entrusted to the custody of the Sheriff; Investigation of violations of law, accidents and other incidents on public or private property; Crime prevention through cooperation, education, interaction, participation and programs with our citizens.

Authority to carry out the affermentioned role is derived from statutory law, common law, case law and custom. OCGA 15-16-10 enumerates the statutory duties of sheriffs and deputy sheriffs.

## VISION STATEMENT

A mutual understanding of shared problems will result in a high level of confidence and harmony between law enforcement and the community. The Sheriff's Office and the community will forge a close and consistent partnership to address issues and solve problems effectively, making Jones County a safe, healthy and attractive place for commerce and community life.

## MISSION STATEMENT (GA 1.1)

It is the mission of the Jones County Sheriff's Office to work in partnership with the community, to protect life and property, solve neighborhood problems, enhance the quality of life in our community and, while striving to provide these services to our citizens, meet or exceed the professional standards established for state certified law enforcement agencies.

APPENDIX B: (GA 1.3)

As Sheriff of Jones County, I shall abide by the following:

CODE OF ETHICS OF THE  
OFFICE OF SHERIFF

As a constitutionally elected Sheriff, I recognize and accept that I am given a special trust and confidence by the citizens and employees whom I have been elected to serve, represent, and manage. This trust and confidence is my bond to ensure that I shall behave and act according to the highest personal and professional standards. In furtherance of this pledge, I will abide by the following Code of Ethics.

I shall ensure that I and my employees, in the performance of our duties, will enforce and administer the law according to the standards of the United States Constitution and the State Constitution and statutes so that equal protection of the law is guaranteed to everyone. To that end I shall not permit personal opinions, party affiliations, or consideration of the status of others to alter or lessen this standard of treatment of others.

I shall establish, present, and enforce a set of standards of behavior of my employees which will govern the overall management and operation of the law enforcement functions, court related activities, and corrections operations of my agency.

I shall not tolerate or condone brutal or inhumane treatment of others by my employees nor shall I permit or condone inhumane or brutal treatment of inmates in my care and custody.

I strictly adhere to standards of fairness and integrity in the conduct of campaigns for election and I shall conform to all applicable statutory standards of election financing and reporting so that the Office of Sheriff is not harmed by the actions of myself or others.

I shall routinely conduct or have conducted an internal and external audit of the public funds entrusted to my care and publish this information so that citizens can be informed about my stewardship of these funds.

I shall follow the accepted principles of efficient and effective administration and management as the principle criteria for my judgements and decisions in the allocation of resources and services in law enforcement, court related and corrections functions of my Office.

I shall hire and promote only those employees or others who are the very best candidates for a position according to accepted standards of objectivity and merit. I shall not permit other factors to influence hiring or promotion practices.

I shall ensure that all employees are granted and receive relevant training supervision in the performance of their duties so that competent and excellent service is provided by the Office of the Sheriff.

I shall ensure that during my tenure as Sheriff, I shall not use the Office of Sheriff for private gain.

I accept and will adhere to this Code of Ethics. In so doing, I also accept responsibility for encouraging others in my profession to abide by this code

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Deputy Sheriff's of this Office shall become familiar with and abide by the following: (GA 1.3)

CODE OF ETHICS OF THE  
POSITION OF DEPUTY SHERIFF

As Deputy Sheriff, I recognize that I am given a special trust and confidence by the Sheriff and the

public that I serve. This trust and confidence is my bond to ensure that I shall behave and act according to the highest professional principles. In furtherance of this pledge, I will abide by the following Code of Ethics:

I shall ensure that in the performance of my duties, I will enforce and administer the law according to the principles of the United States Constitution and applicable laws of our State, so that equal protection of the law and due process are guaranteed to everyone. To that end, I shall not permit personal opinions, biases, prejudices, party affiliation, or consideration of the status of others to alter or lessen these principles.

I shall demonstrate standard of behavior consistent with the responsibilities, duties, obligations, and functions of a Deputy Sheriff.

I shall not engage in nor condone brutal, cruel, or inhumane treatment of others or of inmates in my care and custody.

I shall adhere, at all times, to the standards and principles of honesty and integrity, and I shall keep my private life in order as an example to all.

I shall ensure that there is proper use and accountability of property and funds entrusted to my care.

I shall practice sound judgements and decisions in fulfilling the assigned responsibilities, duties, and functions of my position as Deputy Sheriff.

I shall endeavor to maintain those standards of objectivity and merit for which I was hired to the best of my ability.

I shall endeavor to perform my duties in a competent and excellent manner according to the standards given to me in my training and supervision.

I shall ensure that during my tenure, I shall not use the position of Deputy Sheriff for personal gain or

self-elevation, and I will conduct myself in the position of Deputy Sheriff according to the best of my skill and power. I accept and will adhere to this Code of Ethics. In so doing, I also accept the responsibility for encouraging others in my profession to abide by this Code.

APPENDIX C: (GA 1.2)

REQUIRED OATHS OF OFFICE:

Georgia Law (O.C.G.A. 15-16-4 and 45-3-1) requires an Oath of Office for Sheriffs and Deputy Sheriffs and a Constitutional oath for public officers. Before assuming sworn status, (GA 1.2) all members of this Office shall subscribe to the following oaths:

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Deputy Sheriff's Oath of Office

I do swear that I will faithfully execute all writs, warrants, precepts, and processes directed to me as Deputy Sheriff of Jones County, or which are directed to all sheriffs of this State, or to any other sheriff specially, I can lawfully execute, and true returns make and in all things well and truly, without malice or partiality, perform the duties of the office of Deputy Sheriff of Jones County, during my continuance therein, and take only my lawful fees.

Constitutional Officer's Oath

I swear that I am not the holder of any public money due this State, unaccounted for; that I am not the holder of any office of trust under the Government of the United States, any other State, or any foreign State which by the laws of the State of Georgia I am prohibited from holding, and that I am otherwise qualified to hold the office of Deputy Sheriff according to the Constitution and the laws of Georgia.

Statutory Oath

"I, \_\_\_\_\_, a citizen of Jones County and being an employee of the Sheriff of Jones County and the recipient of public funds for services rendered as

such employee, do further solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of Georgia, and I am not a member of the Communist Party. So help me God.

Georgia Law 42-4-2 requires that jailers be administered an oath in addition to that required for Deputy Sheriffs.

Jailer's Oath

"I do swear that I will well and truly do and perform, and all singular, the duties of jailer for the County of Jones; and that I will humanely treat prisoners who may be brought to the jail of which I am keeper and not suffer them to escape by any negligence or inattention of mine. SO HELP ME GOD."

CODE OF ETHICS OF CIVILIANS, JAILERS & DISPATCHERS  
EMPLOYED BY THE JONES COUNTY SHERIFF'S OFFICE.

As an employee of the Jones County Sheriff's Office, I recognize that I am given a special trust and confidence by the Sheriff and the public that I serve. This trust and confidence is my bond to ensure that I shall behave and act according to the highest professional principles.

In furtherance of this pledge, I will abide by the following Code of Ethics:

I shall ensure that in the performance of my duties, will carry out and administer my duties in compliance with the law according to the principles of the United States Constitution and applicable laws of our State, so that equal protection of the law and due process are guaranteed to everyone. To that end, I shall not permit personal opinions, biases, prejudices, party affiliation, or consideration of the status of others to alter or lessen

these principles.

I shall demonstrate standard of behavior consistent with the responsibilities, duties, obligations, and functions of an employee of the Jones County Sheriff's Office.

I shall not take part of or condone brutal, cruel, or inhumane treatment of others or of inmates incarcerated in the Jones County Jail.

I shall adhere, at all times, to the standards and principles of honesty and integrity, and I shall keep my private life in order as an example to all.

I shall ensure that there is proper use and accountability of property and funds entrusted to my care.

I shall practice sound judgments and decisions in fulfilling the assigned responsibilities, duties, and functions of my position.

I shall endeavor to maintain those standards of objectivity and merit for which I was hired to the best of my ability.

I shall endeavor to perform my duties in a competent and excellent manner according to the standards given to me in my training and supervision.

I shall ensure that during my tenure, I shall not use my position for personal gain or self-elevation, and I will conduct myself according to the best of my skill and power. I accept and will adhere to this Code of Ethics. In so doing, I also accept the responsibility for encouraging others in my profession to abide by this Code.

Civilian, jailers, and dispatchers of this Office shall become familiar with and abide by the aforementioned.

Ethics training will be conducted for all personnel annually.